

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[ZDF (Zweites Deutsches Fernsehen)]  
[ZDF Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of [Specific Matter]

I am writing to confirm [specific details regarding the matter, e.g., our collaboration, an appointment, or agreement].

[Include any relevant details such as date, time, location, and other pertinent information].

Please feel free to reach out if you need any further clarification or assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]